

U.S. Bankruptcy Court District of South Dakota

CM/ECF Filing Guide for Limited Filing Users

(April 2007)

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Limited Filing User		
Document	Select	Notes
Reaffirmation Agreement (Not to be Used by Atty Not Admitted to this Federal Bar)	Bankruptcy > Limited Filer Events > Reaffirmation Agreement (Not to be Used by Atty Not Admitted to this Federal Bar)	<ul style="list-style-type: none"> • Select the party from the list. If the party is not listed, click the <i>Add/Create New Party</i> button and add party information. (Refer to Add/Create New Party instructions in this guide.) • Select the PDF file. (Refer to Select the PDF Document instructions in this guide.) • Enter the name of the creditor in the "With Whom" prompt box.
Notice of Appearance and Request for Notice	Bankruptcy > Limited Filer Events > Notice of Appearance and Request for Notice	<ul style="list-style-type: none"> • Select the party from the list. If the party is not listed, click the <i>Add/Create New Party</i> button and add party information. (Refer to Add/Create New Party instructions in this guide.) • Select the PDF file. (Refer to Select the PDF Document instructions in this guide.)

Limited Filing User		
Document	Select	Notes
Withdrawal of Document (Text Entry)	Bankruptcy > Limited Filer Events > Withdrawal of Document (Text Entry)	<ul style="list-style-type: none"> • Select the party from the list. If the party is not listed, click the <i>Add/Create New Party</i> button and add party information. (Refer to Add/Create New Party instructions in this guide.) • Select the category to which your event relates (in what category did you file the document you are withdrawing). • Select the appropriate event you are withdrawing. • Enter the name of the party withdrawing the document in the "Party Name" prompt box.

Limited Filing User		
Document	Select	Notes
File Claim	<p>Bankruptcy > File Claims</p> <p>Creditors - Claims are to be filed in Asset Cases Only.</p> <p>Chapter 7 Cases in this District are noticed as No-Asset Cases until Trustee files a Notice of Recovery of Assets.</p>	<ul style="list-style-type: none"> • No attachments shall be filed with a Proof of Claim. Parties/Trustees will contact the filing party if additional information is necessary. • On <i>Search for Creditor</i> screen, enter the case number; leave type as <i>Creditor</i>; click on <i>Next</i>; click on the small down arrow to view all the creditors in the case. • If the creditor appears on the list, with the same information as on your proof of claim, select the creditor and click <i>Next</i>; if the creditor does not appear, click the <i>Add Creditor</i> link which allows you to add the creditor. After adding the creditor, click the <i>File A Proof of Claim</i> link. (Refer to Add Creditor to Creditor Mailing List instructions in this guide.) • On the Proof of Claim Information Screen, enter the following: <ul style="list-style-type: none"> • Amends Claim # (if applicable) • Filed By: (select attorney or creditor) • Amount Claimed (Do not enter the "\$" or commas)

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Document	Select	Notes
File Claim (cont)		<ul style="list-style-type: none"> • Description (if necessary) • Remarks (if necessary) • Select the PDF file. (Refer to Select the PDF Document instructions in this guide.)
Notice of Withdrawal of Claim	Bankruptcy > Claims Action > Notice of Withdrawal of Claim	<ul style="list-style-type: none"> • Select the party from the list. If the party is not listed, click the <i>Add/Create New Party</i> button and add party information. (Refer to Add/Create New Party instructions in this guide.) • Select the PDF file. (Refer to Select the PDF Document instructions in this guide.) • Enter the Claim Number at the "Enter Claim Number(s)" prompt • Select "Withdraw" in the Status Box.

Limited Filing User		
Document	Select	Notes
Objection to Transfer/Assignment of Claim	Bankruptcy > Claims Action > Objection to Transfer/Assignment of Claim	<ul style="list-style-type: none"> • Select the party from the list. If the party is not listed, click the <i>Add/Create New Party</i> button and add party information. (Refer to Add/Create New Party instructions in this guide.) • Select the PDF file. (Refer to Select the PDF Document instructions in this guide.) • Enter the Claim Number at the "Enter Claim Number(s)" prompt • Select the appropriate Transfer event you are objecting to. • If you are filing an amended objection, click the arrow in the drop down box and select "Amended."

Limited Filing User		
Document	Select	Notes
Transfer/Assignment of Claim (no waiver)	Bankruptcy > Claims Action > Transfer/Assignment of Claim (no waiver)	<ul style="list-style-type: none"> • Select the party from the list. If the party is not listed, click the <i>Add/Create New Party</i> button and add party information. (Refer to Add/Create New Party instructions in this guide.) • Select the PDF file. (Refer to Select the PDF Document instructions in this guide.) • Choose the transfer type (i.e. 3001(e)(2); 3001(e)(4)). • Search for transferee, click on the "Search Creditors" box. • Select the creditor and click on the "Select" box. • Search for transferor, click on the "Search Creditors" box. • Select the creditor and click on the "Select" box. • Enter the Claim Number at the "Enter Claim Number(s)" prompt.

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Document	Select	Notes
Transfer/Assignment of Claim (with waiver)	<p>Bankruptcy > Claims Action > Transfer/Assignment of Claim (with waiver)</p> <p>If transfer does not include a waiver - use Transfer/Assignment of claim (no waiver)</p>	<ul style="list-style-type: none"> • Select the party from the list. If the party is not listed, click the <i>Add/Create New Party</i> button and add party information. (Refer to Add/Create New Party Instruction in this guide.) • Select the PDF file. (Refer to Select the PDF Document instructions in this guide.) • Choose the transfer type (i.e. 3001(e)(2); 3001(e)(4)). • Search for transferee, click on the "Search Creditors" box. • Select the creditor and click on the "Select" box. • Search for transferor, click on the "Search Creditors" box. • Select the creditor and click on the "Select" box. • Enter the Claim Number at the "Enter Claim Number(s)" prompt.
Add Creditor to Creditor Mailing List	<p>Bankruptcy > Creditor Maintenance > Enter individual creditors</p> <p>or</p> <p>When filing a Proof of Claim, click on the <i>Add Creditor</i> link.</p>	<ul style="list-style-type: none"> • On the <i>Add Creditor(s)</i> screen, enter the creditor's name and address. Leave "Creditor type" as <i>Creditor</i>. When completed, click on <i>Next</i>. The next screen indicates the number of creditors added, if the number is correct, select <i>Submit</i>.
View Your Transaction Log	Utilities > View Your Transaction Log	<ul style="list-style-type: none"> • Enter start date and end date to view your docket entries.

Limited Filing User		
Document	Select	Notes
Mailings	Utilities/Reports > Mailings > Creditor Mailing Matrix, Mailing Info for a Case or Mailing Labels by Case	<ul style="list-style-type: none"> Click on Mailing Information for a Case to view electronic/manual noticing list of parties in a case.
Cases Report	Reports > Cases	<ul style="list-style-type: none"> You will be prompted for your PACER login and password. Select criteria for generating the report (to select multiple information in the categories, hold down the <i>Ctrl</i> key and click on the information in the list). Click <i>Run Report</i>.
Claims Register	Reports or Query > Claims Register	<ul style="list-style-type: none"> You will be prompted for your PACER login and password. Add the case number. Click <i>Run Report</i>.
Docket Report	Reports or Query > Docket Report	<ul style="list-style-type: none"> Enter the case number. Select criteria for generating the report. Click <i>Run Report</i>.

HELP	
Screen:	Instructions for Attorneys and Creditor Representatives
Select the Party	Select the party from the List. If the party is not listed, select the <i>Add/Create New Party</i> button. (Refer to Add/Create New Party instructions in this guide.)
Add/Create New Party	<ul style="list-style-type: none"> • Always search for the party. • Begin by searching to see whether the party is already in the database. • To search, enter the party's last or business name (you may search using only the first 3 or 4 letters of the last or business name), click the <i>Search</i> button. • If the party does not come up, select the <i>Create new party</i> button. The <i>Party Information</i> screen will display. • Enter the party information, which includes just the name of the party (first and last name) or business name. The address information is not necessary. • The <i>Role type</i> is necessary and defaults to Debtor. Click on the drop down arrow and select <i>Creditor</i>. Click on Submit. The Creditor is now highlighted in the <i>Select the Party</i> box.
Select the PDF document	<ul style="list-style-type: none"> • Click the Browse button to search your network and select the files. Remember to change the file type to Acrobat (*.pdf). To make certain that you associate the correct PDF file for this entry, right-click on the file name with your mouse and select open. Click next to continue.

HELP	
Refer to existing event(s)	<ul style="list-style-type: none"> • The screen <i>Select the category to which your event relates</i> appears. A list of event categories is displayed. Select the category from the list by highlighting the one you need and click <i>Next</i>. A list of all the docket entries in the category is shown. • Check the box for each docket entry that relates to your filing. Click <i>Next</i>.
Notice of Electronic Filing	<p>The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court's database. It certifies that this is now an official court document.</p> <ul style="list-style-type: none"> • Clicking on the case number hyperlink will present the docket report for this case. You will be prompted for your PACER login and password. Users must be registered with the PACER system to have a login and password. • Clicking on the document number hyperlink will present the PDF image of the document just filed. You will be prompted for your PACER login and password. • Note: to get your free look, you must click on the document number hyperlink from the Notice of Electronic Filing that you received <u>via e-mail</u> not the Notice of Electronic Filing that you see at the conclusion of the filing process. • Scroll down to see participants who have or have not registered for electronic noticing in this case. • To print a copy of this notice, click the browser <i>Print</i> icon. • To save a copy of this, click <i>File</i> on the browser menu bar and select <i>Save Frame As</i>.